Paragon®

WebStation *for* Physicians

(WSP) Physician User Manual

McLaren

FLINT

Ver. 3 (4/13)

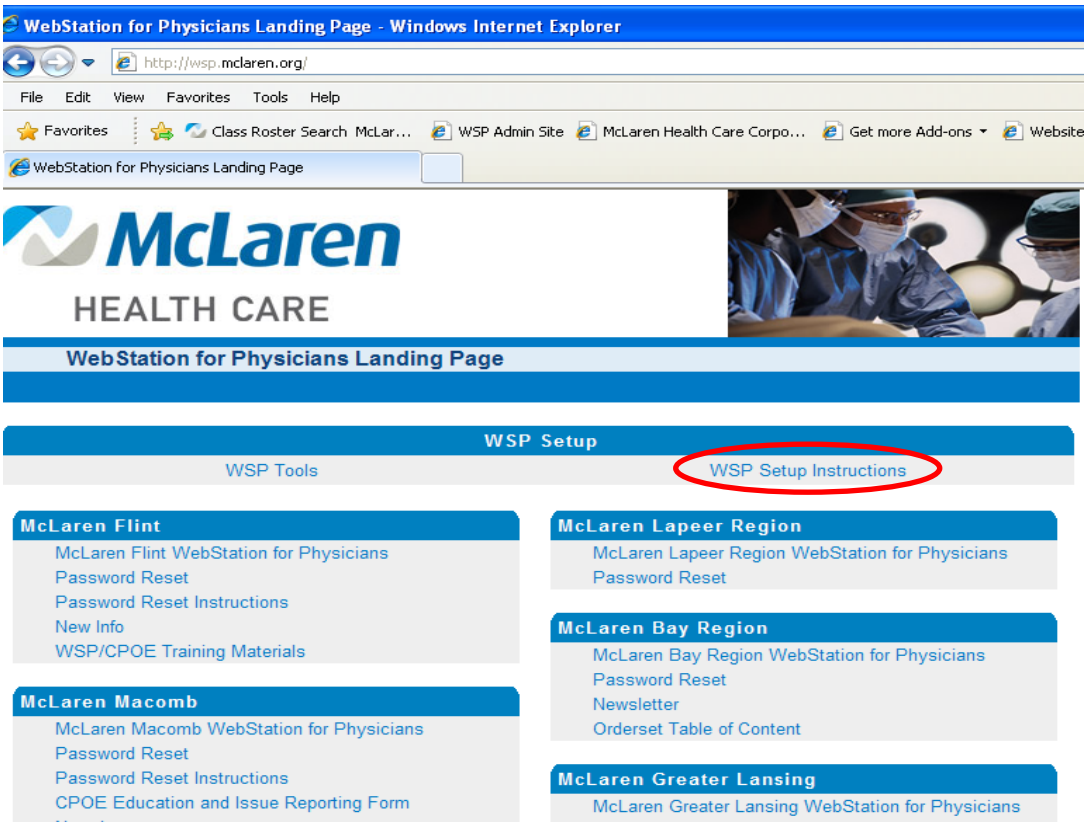
ACCESSING WSP

Within Hospital: Double click the "WSP M-FLT" icon

Outside Hospital:

- Open Internet Explorer and enter web address: **wsp.mclaren.org**
  - **Note: Internet Explorer version 7.0 or higher must be used**
- Click the appropriate "WebStation For Physicians" link for your site

Initial Screen



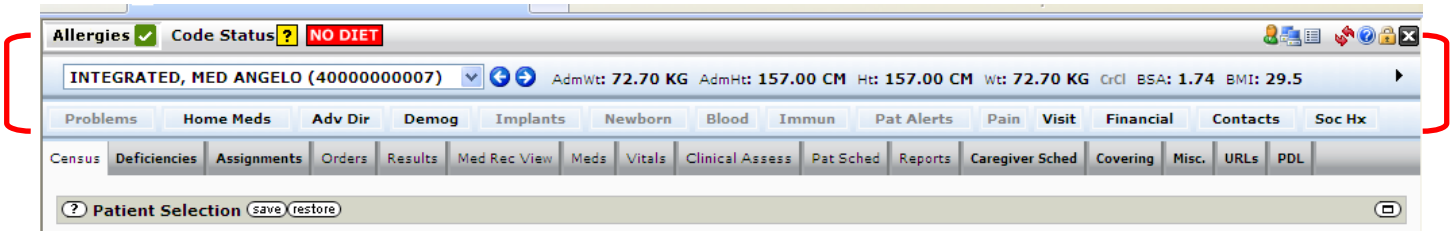
IMPORTANT:

- **If you are accessing remotely (home/office) and have never accessed WSP on the computer, you must first complete the necessary setup. Click the "WSP Setup Instructions" link at the top of the screen. When appropriate, click the hyperlinks within the document to complete the necessary tasks. Click "Run or "OK" when prompted.**
- **Also make sure you do not have any miscellaneous toolbars downloaded (such as google) as these will prevent WSP from loading properly.**

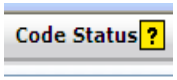
Note: Your password will expire every 6 months. If you log into WSP and get an error that your password has expired, go back to the "Password Reset" link under the McLaren Flint heading (wsp.mclaren.org) to change it. A link to the Password Reset Instructions is also included if needed.

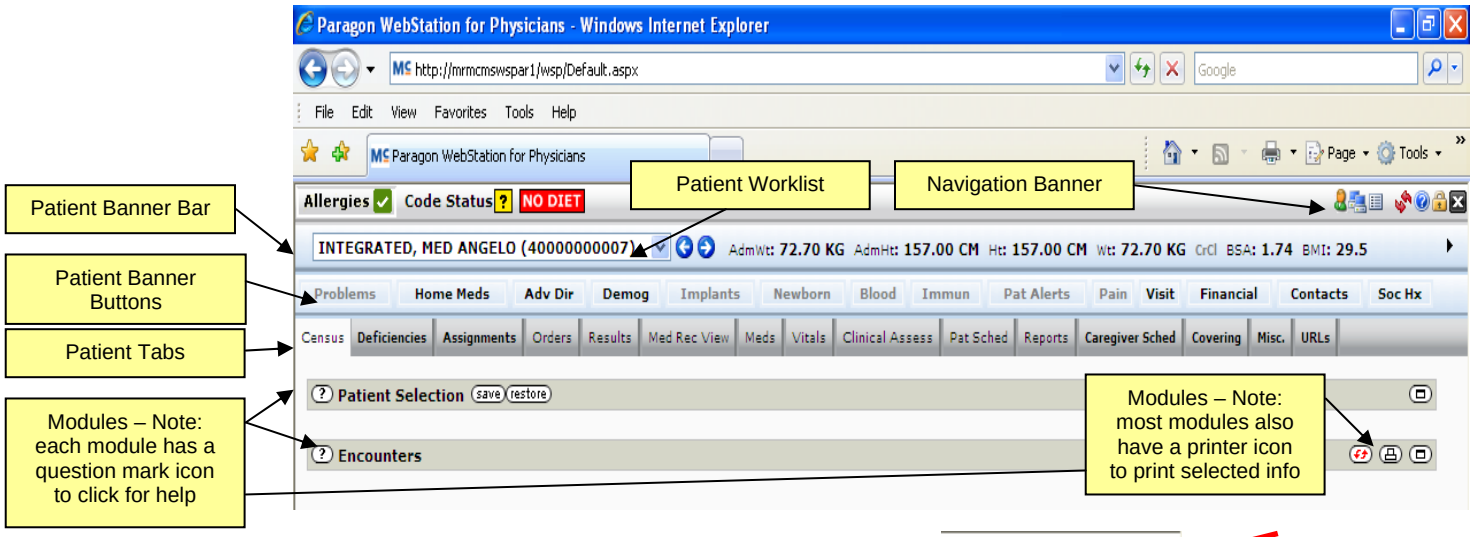
General Information and Navigation Tips

Patient Banner

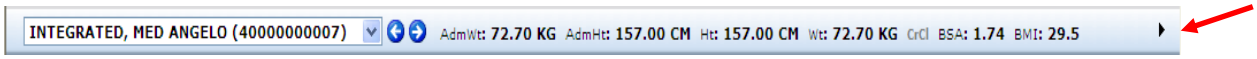


The first 3 bars are referred to as the “Patient Banner”. The following table describes the icons that can be displayed in the top line (left side) of the patient banner:

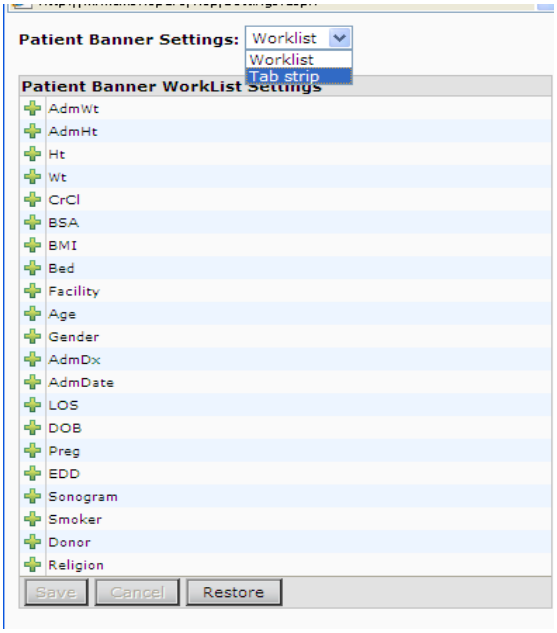
Icon	Description
	The red allergies icon displays if allergies have been entered. If you hover the mouse over the icon, the names of the allergies display. If you click the allergies icon, the allergy info displays. Click the “Edit Allergies” link to add or edit an allergy. Click the allergies icon again to collapse the data.
	The green allergies icon displays if “No known allergies” or “No known drug allergies” has been entered.
	The yellow allergies icon displays if no allergy info has been entered or “No known allergy information available” has been entered. If you hover the mouse over the icon, “No Allergy Information” displays.
	This icon displays if a Code Status order does not exist for the patient. If a Code Status order does exist for the patient, the Code Status description displays in the Patient Banner (up to 12 characters). If the description is longer than 12 characters, the first 9 characters display, followed by 3 periods to indicate there is more text available. You can hover the mouse over the Code Status to view the tool tip, which will display the complete description.
	The NO DIET icon displays if no active diet order exists for the patient. The NPO icon displays if the patient has an active NPO diet order.
	The pregnant icon displays if the pregnant value is set at “yes” in the patient’s visit record. The icon is only valid for female patients.



- **To log off:** Click the sign out button in the navigation bar
  - **NOTE:** If you do not perform any activity for 30 minutes, the system will automatically log you out.
- **To access the help function:** Click the help button in the navigation bar
- **To refresh the Patient Banner data:** Click the refresh button in the navigation bar. The refresh button turns red after 5 minutes as a reminder.
- **To expand the information displayed in the Patient Banner:** Click the arrow to show all the patient banner data fields. Click the arrow again to collapse.



- **To Customize your Patient Banner:** Click the display settings button in the navigation bar



  - From the Patient Banner Settings dropdown, select whether you would like to customize the Worklist patient information that is displayed for each patient (in 1st blue bar), or which Patient Banner buttons are displayed in your tab strip
  - After making your desired changes (adding/removing different settings, display order), click the "Save" button

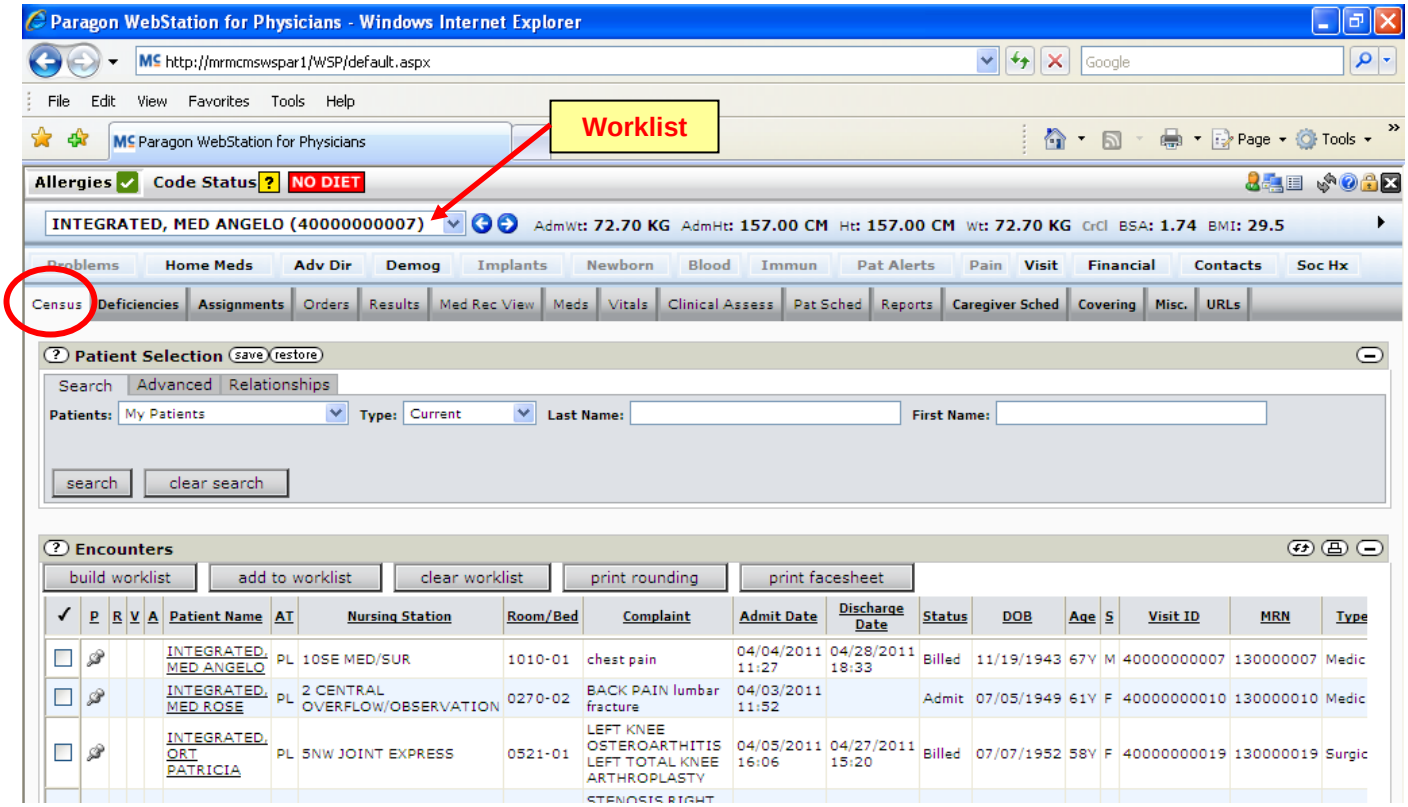
Patient Banner Buttons

- **Prob. & Proc.** – Displays the problems and procedures entered for the patient. It includes the description, status, date, and note (if applicable). Click the "Edit Problems and Procedures" link to add or edit the Problems and Procedures.
- **Pre-arrival Meds –** Displays medications that were taken or administered prior to hospital arrival. Example: medications given by EMS.
- **Home Meds** – Displays the home medications entered in the Patient Profile. To add or edit the home medications, click the "Edit Home Meds" link.
- **Adv Dir** – Displays the patient's advanced directive from the visit record.
- **Demog** – Displays the demographic data for the patient. To edit some aspects of the demographics, click the "Edit Patient Detail" link.
- **Implants** – Displays the implants entered in the Patient Profile. To add or edit implants, click the "Edit Implants" link.
- **Newborn** – Displays the newborn data entered in Clinical CareStation. Includes the mother's name, mother's visit ID, mother's medical record number, birth weight, and APGAR scores.
- **Blood** – Displays the blood information including the blood product and number of units.
- **Immun** – Displays the immunizations entered in the Patient Profile. To add or edit immunizations, click the "Edit Immunizations" link.
- **Pat Alerts** – Displays the patient alerts entered for the patient across the clinical and non-clinical applications. The Patient Alerts tab provides important patient-specific information that you may need to know. Examples include: "Patient is combative", etc.
- **Pain** – Displays the pain assessments entered in Clinical CareStation within the last 24 hours. The hour displays across the top, the date displays across the bottom and the color coded pain scores display in the center.
- **Visit** – Displays the patient's visit information. To edit some aspects of the visit information, click the "Edit Patient Detail" link.
- **Financial** – Displays the financial/insurance data for the patient's visit.
- **Contacts** – Displays the relationships entered for the patient. To edit some aspects of the contact information, click the "Edit Patient Detail" link.
- **Social Hx** – Displays the patient's social history including the Age and Smoke indicator.
- **Vitals –** Displays a flowsheet of vital signs entered within the last 72 hours. Up to 6 separate date/time columns will appear
- **Alcohol –** Displays alcohol use if entered in Clinical CareStation
- **Tobacco –** Displays tobacco use if entered in Clinical CareStation
- **Rec Drug –** Displays recreational drug use if entered in Clinical CareStation
- **Fam Hist –** Displays any family history that is entered in Clinical CareStation

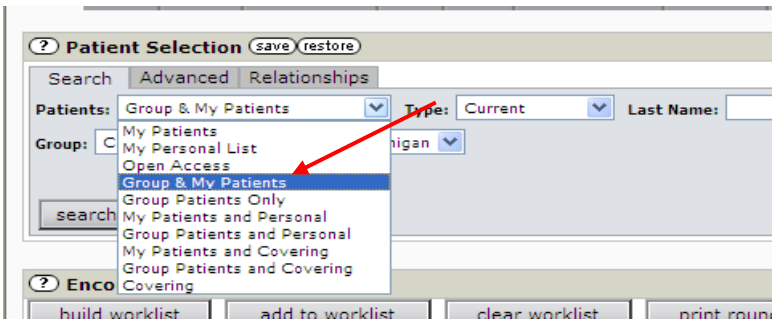
NOTES:

- You can change the sort order of the data on any of the buttons in the Patient Banner by clicking on the column headings.
- Once you click on a button, you have to click it again to collapse it.
- If you are in any of the editing screens, you must click the "save" or "cancel" button in the bottom section of the screen to clear it so you can proceed.

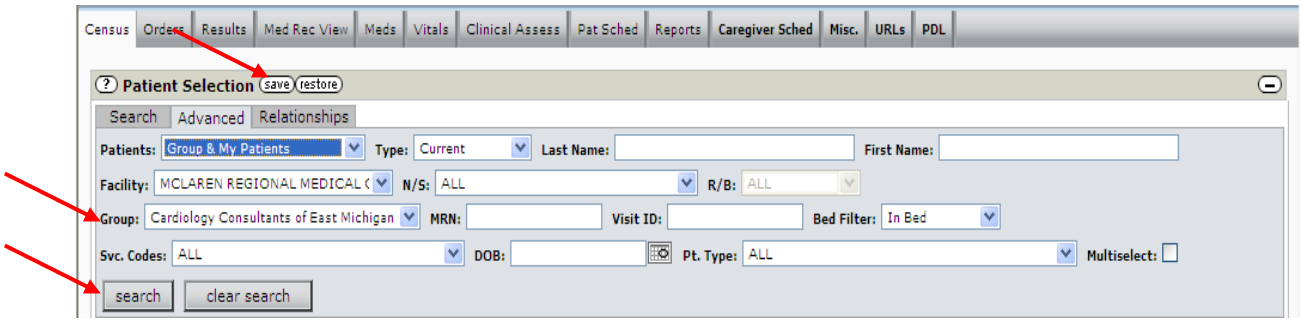
Initial Screen (Census Tab)



- When you first log in, the system defaults to open the **"Census"** tab. Your current inpatient census is displayed on the bottom of the screen in the "Encounters" module.
- **IMPORTANT:** You must click the "Build Worklist" button to place all the patients listed in the Encounters module, up in the Worklist drop down so you can access their information. You will then click the "Build Worklist" button after each new log in so any newly admitted patients will also show in the Worklist.
- **NOTE:** The current patient listed in the worklist drop down is whose information you are currently viewing if you click on any patient information buttons or tabs. You can easily switch the current patient by using the blue left and right arrows located to the right of the Patient Worklist drop down or selecting the name you want from the drop down list.
- If you are part of a group and need to see your group census list, click the **"Patients"** drop down arrow and select **"Group & My Patients"**



- Then click on the **"Group:"** drop down arrow and select your group
  - **NOTE:** If you are associated to more than one group, each group is listed individually, or you can select "**ALL"** which represents all groups you are associated with
- Click the **"search"** button
- After choosing the census list you prefer, click on the **"save"** button to make it your default census every time you log in



- **Under the "Patients:" drop down, there are different census options:**

  My Patients – Current list of your inpatients (if you are the attending, admitting, referring, consulting, etc.)

  My Personal List – Patients not on your list that you have manually added. They are deemed "Personal" patients and will show on this list

  Open Access – Choose this option if you need to search for a patient not on your list

  Group & My Patients – Current list of inpatients for yourself and entire group

  Group Patients Only – Current list of inpatients for your group only

  My Patients and Personal – Current list of your inpatients, plus any you have manually added by making them "Personal" patients

  Group Patients and Personal – Current list of group's inpatients, plus any you have manually added by making them "Personal" patients

  My Patients and Covering – Current list of your inpatients, plus any that another physician has designated you as their covering physician

  Group Patients and Covering – Current list of group's inpatients, plus any that another physician has designated you as their covering physician

  Covering – Displays patients for any physician for whom you are designated as "Covering" (the other physician must have designated you as "Covering", from their "Covering" tab in WSP)

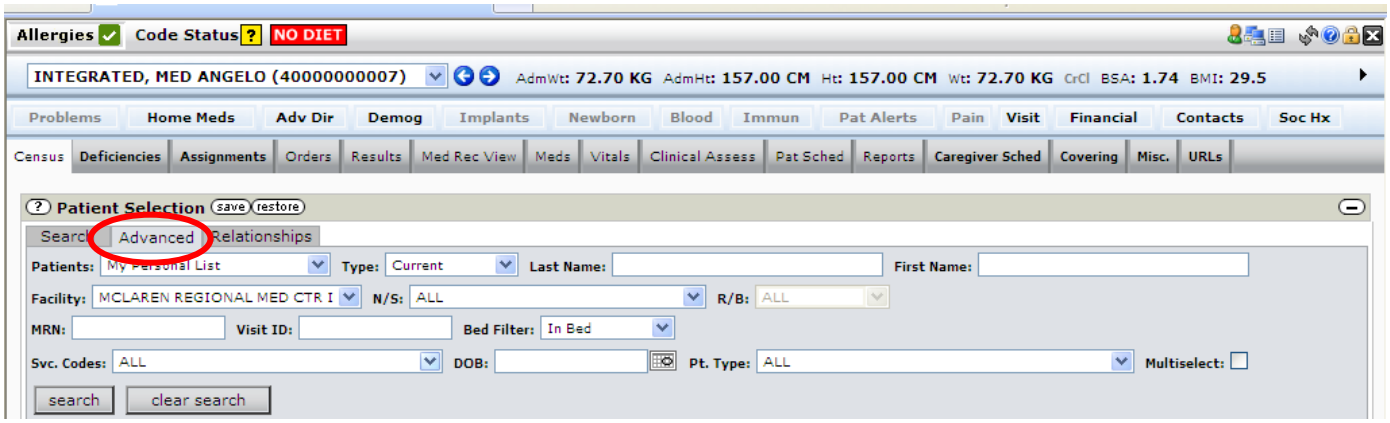
NOTE: If you plan on adding patients to your list, then you should select either "**My Patients and Personal**" or "**Group Patients and Personal**". Click the "search" button, and the "save" button to make it your default every time you log in.

Patient Selection Module

3 Patient Selection Tabs

- **Search –** Allows you to do a general "Name" search
- **Advanced –** Allows you to search with advanced criteria
- **Relationships –** Allows you to choose which physician relationships to display on your "My Patients" or "Group Patients" census lists

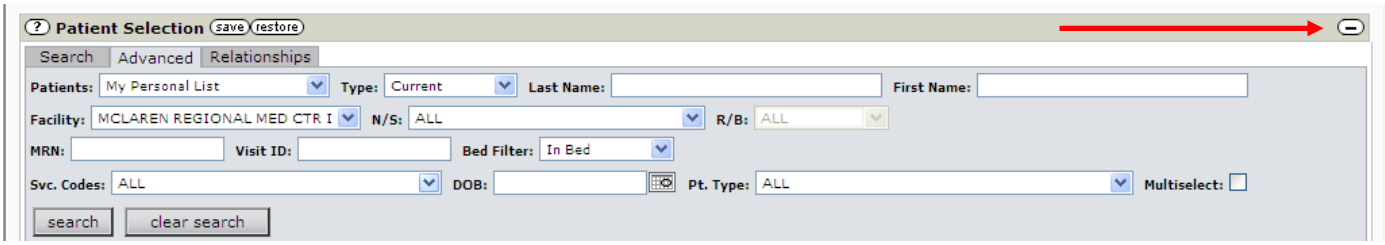
Click on the "Advanced" Tab for more search criteria



To search for a patient that is not on your census:

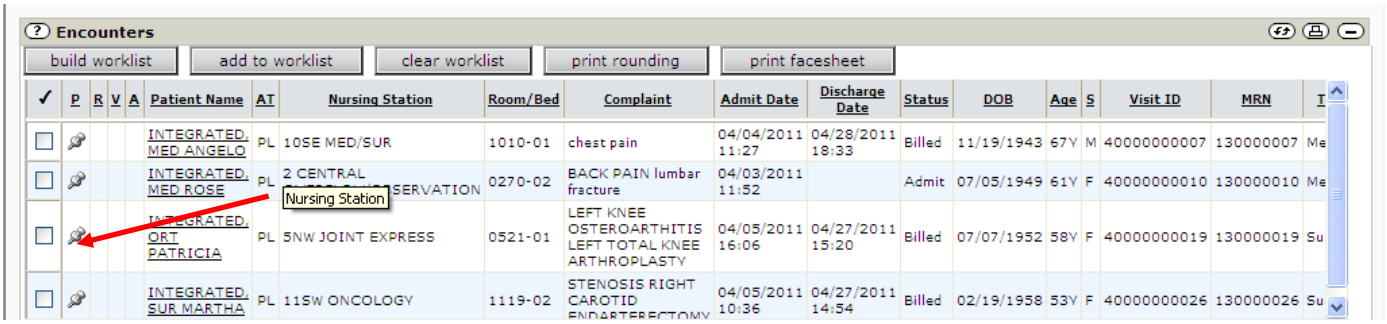
- Click on the **"Patients:"** drop down arrow
- Click **"Open Access"**
- Enter the appropriate search criteria
- Make sure appropriate facility is chosen
- **If searching for a current inpatient**
    - **"Type:" = Current**
    - **"Bed Filter:" = In Bed**
- **If searching for discharged patient**
    - **"Type:" = Dates Ignored**
    - **"Bed Filter:" = ALL**
- Enter Last Name, First Name, etc.
- Click the "search" button
- List of patients will display at bottom of screen under the "Encounters" module
- Click the box in the leftmost column to place a checkmark in front of the correct patient and encounter, then click the **"add to worklist"** button
    - **NOTE:** If you are not associated to the patient, the security bypass screen will appear. Click the drop down arrow and select the appropriate reason for viewing patient, then click the "OK" button to proceed.
- Choose that patient from the worklist drop down to view their information

Once you are done with the Patient Selection Module, you can click on the minimize button to view more of your chosen census list



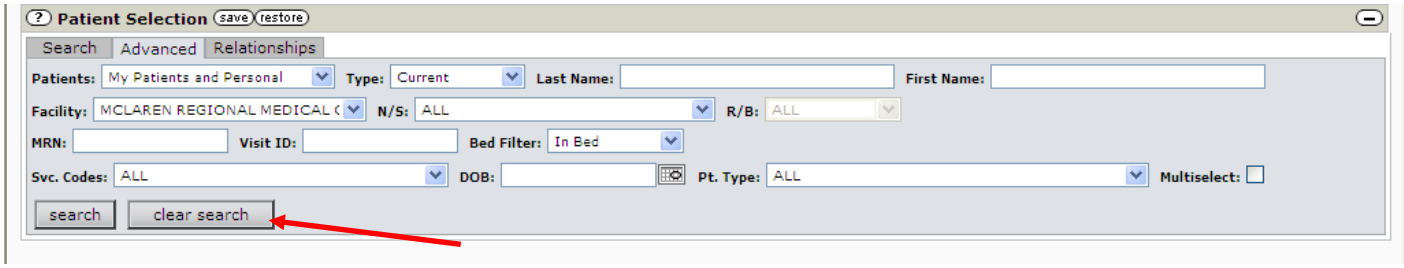
To Add a Patient to your list:

- Perform a patient search as stated previously
- Click in the box under the "**P**" column for the appropriate patient and encounter, this will place a push pin icon in front of the patient and designates it a "personal" patient



- If you are not associated to the patient, the security bypass screen will appear. Click the drop down arrow and select the appropriate reason for viewing patient, then click the "OK" button to proceed.

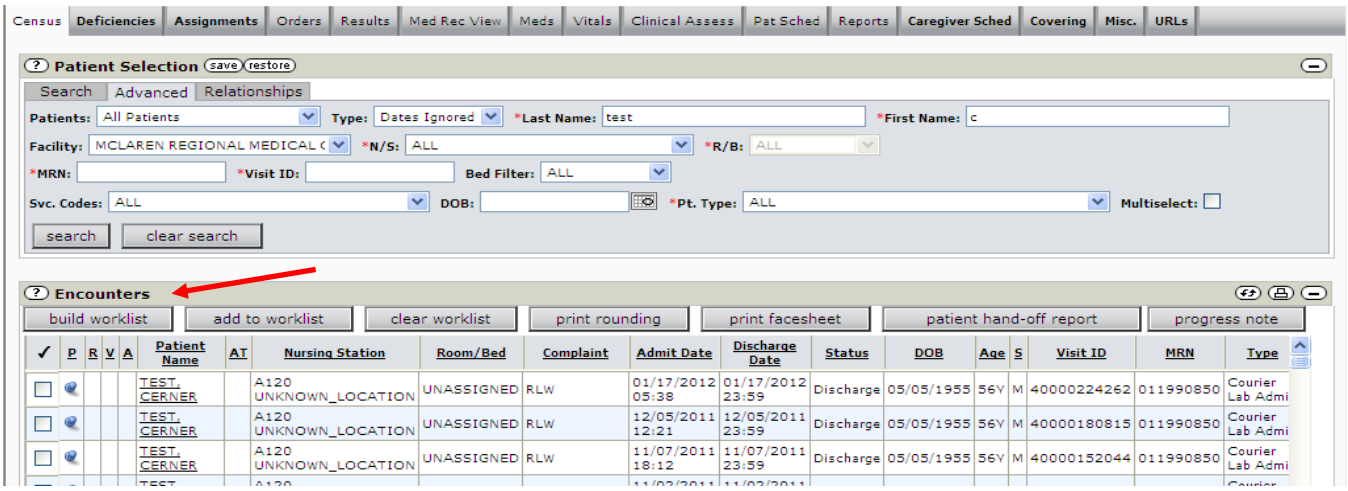
- Click the "Clear Search" button to return to your default census (remember, you should have already selected either the "**My Patients and Personal**" or "**Group Patients and Personal**" for your default census).



- The patient you just added should now appear on your census list.

NOTE: If you manually add a patient, the system will not automatically delete the patient when discharged. You must click the push pin icon to remove it.

Encounters Module



Buttons:

Build worklist – Clicking this button will clear the existing worklist and builds the worklist with ALL visits that are currently displayed in the Encounters module (regardless of which encounters have been selected)

Add to worklist – Click this button to add one or more selected patients to your worklist (by first clicking the box in the leftmost column to insert checkmark)

Clear worklist – Clicking this button removes all patients in your worklist

Print rounding – Click this button to print your selected census list

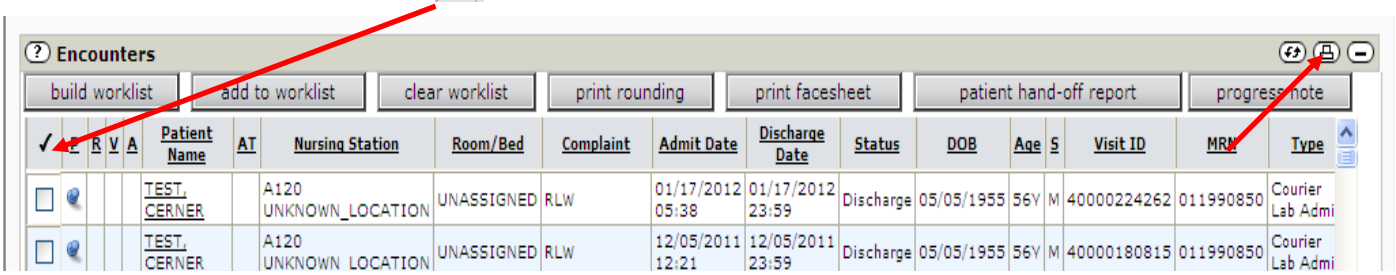
Print facesheet – Click this button to print a patient facesheet (you must first select one or more patients by clicking the box in the leftmost column)

Patient hand-off report – Select one or more patients, then click this button to display/print a report that includes: demographics, allergies, current problems, inpatient meds, test names for tests completed in the last 24 hours, tests for which results are pending, and tests ordered for the next 12 hours

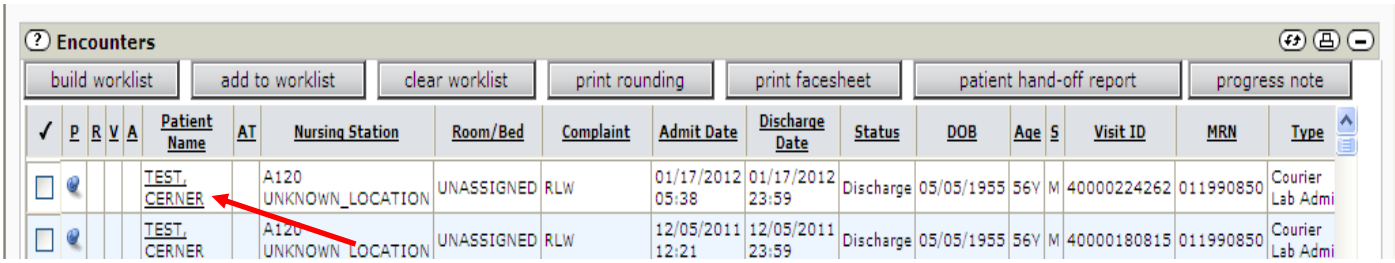
Progress Note – Select one or more patients, then click this button to display/print a progress note form with the most recent set of vitals, certain lab results, and active medications. A one page form will print per patient.

Additional Functions:

- Select one or more patients by placing checkmarks in the leftmost column
- Click the printer icon to print selected list of encounters
- Click the Checkmark ✓ above that column to select all encounters



- Click a patient name to display/print the **"Physician Daily Summary Report"**. This report displays a 24 hour summary of vital signs, intake/output, other measurements, active allergies, and any significant or abnormal progress notes or assessments.


Encounters
build worklist
add to worklist
clear worklist
print rounding
print facesheet
patient hand-off report
progress note
✓ P R V A Patient Name AT Nursing Station Room/Bed Complaint Admit Date Discharge Date Status DOB Age S Visit ID MRN Type
TEST, CERNER A120 UNKNOWN_LOCATION UNASSIGNED RLW 01/17/2012 05:38 01/17/2012 23:59 Discharge 05/05/1955 56Y M 40000224262 011990850 Courier Lab Admi
TEST, CERNER A120 UNKNOWN_LOCATION UNASSIGNED RLW 12/05/2011 12:21 12/05/2011 23:59 Discharge 05/05/1955 56Y M 40000180815 011990850 Courier Lab Admi

Columns located to the left of the patient name include:

P (Personal Patient) – Clicking in that column adds patients to your personal list
R (Results) – Displays the following icons if there is an unread normal or abnormal result

Unread Normal Result

Unread Abnormal Result

V (Vitals) – Displays the following red circle icon if there is a significant/abnormal vital sign, measurement, or intake/output entry for the patient encounter . No icon will be present if normal.

A (Assessments) – Displays the following red circle icon if there is an abnormal assessment or progress note for the patient encounter **.**

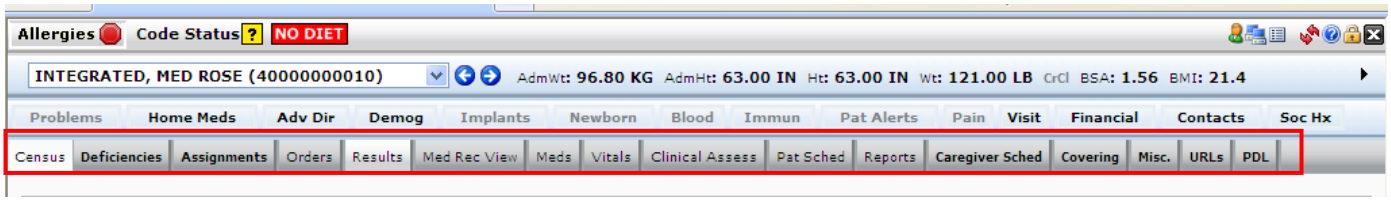
The AT column to the right of the patient name indicates:

Association Types (AT) Indicates your relationship to the patient		
		Blank, you are not associated
	*	You are associated but not the attending
	A	Attending
	G	Group Patient
	C	Covering
	PL	Patient List
	OA	No relationship in Open Access

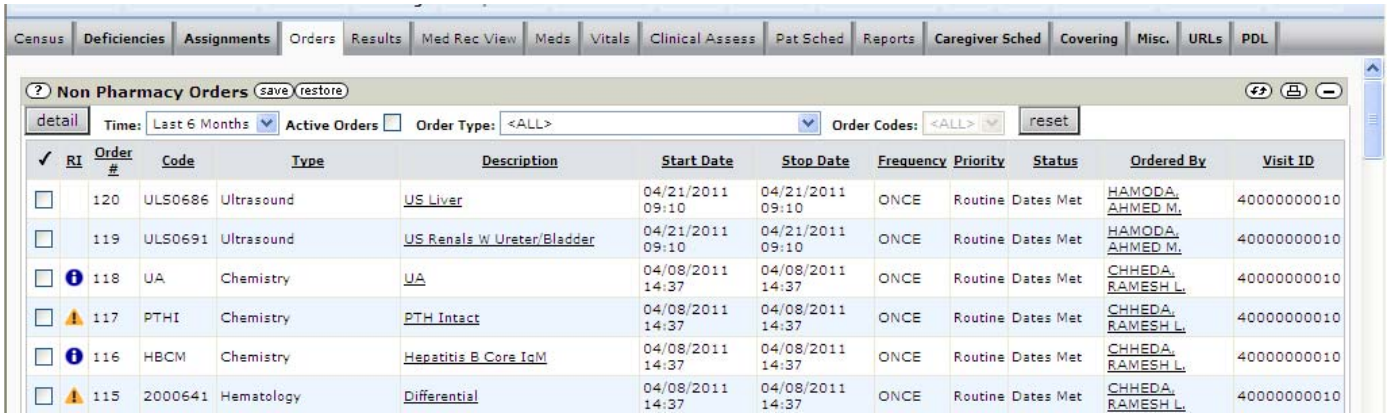
Tabs

Viewing Patient Information

**** Remember: The name currently displayed in the worklist is whose information you are viewing.**



- **Census** – Previously covered on page 6. Includes the "Patient Selection" module and the "Encounters" module.
- **Action List –** Action items generated from CPOE (verbal/telephone orders,etc). You must sign off on these items in addition to your Medical Record Deficiencies.
- **CPOE** - Computerized Physician Order Entry – See separate reference materials
- **Documentation** - This tab not in use at this time.
- **Deficiencies –** From this tab, WSP will launch the HPF/EMR Medical Record system that you are used to (no change). It will allow you to electronically sign your medical record deficiencies. See separate HPF Instruction Sheet for more information.
- **Assignments –** From this tab, physicians can view their HPF assignment worklist and process various requests/tasks related to transcriptions.
- **Orders –** the Orders tab contains two modules:
  - **Non-Pharmacy Orders** – This module displays non-pharmacy orders


Census
Deficiencies
Assignments
Orders
Results
Med Rec View
Meds
Vitals
Clinical Assess
Pat Sched
Reports
Caregiver Sched
Covering
Misc.
URLs
PDL
Non Pharmacy Orders save restore
detail
Time: Last 6 Months
Active Orders
Order Type: <ALL>
Order Codes: <ALL>
reset
✓ RI Order # Code Type Description Start Date Stop Date Frequency Priority Status Ordered By Visit ID
120 ULS0686 Ultrasound US Liver 04/21/2011 09:10 04/21/2011 09:10 ONCE Routine Dates Met HAMODA, AHMED M. 40000000010
119 ULS0691 Ultrasound US Renals W Ureter/Bladder 04/21/2011 09:10 04/21/2011 09:10 ONCE Routine Dates Met HAMODA, AHMED M. 40000000010
118 UA Chemistry UA 04/08/2011 14:37 04/08/2011 14:37 ONCE Routine Dates Met CHHEDA, RAMESH L. 40000000010
117 PTHI Chemistry PTH Intact 04/08/2011 14:37 04/08/2011 14:37 ONCE Routine Dates Met CHHEDA, RAMESH L. 40000000010
116 HBCM Chemistry Hepatitis B Core IgM 04/08/2011 14:37 04/08/2011 14:37 ONCE Routine Dates Met CHHEDA, RAMESH L. 40000000010
115 2000641 Hematology Differential 04/08/2011 14:37 04/08/2011 14:37 ONCE Routine Dates Met CHHEDA, RAMESH L. 40000000010

  - The default search time frame is the last 7 days, however you can change the default by clicking the drop down arrow, selecting a new time-frame, and clicking the "save" button.

- If an order has been resulted, a result icon appears next to the order to indicate whether the result is normal, abnormal/significant, or critical.
- Click the checkbox to select certain orders, then the "detail" button to view results (or click the order name to view that result)

o **Diet Orders** – This module displays the diet order history for the patient.

- **Results -** Displays Laboratory, Radiology, and Pathology results. Please see the following result indicators:

New Results (will be indicated in the "N" column)

The result has **not** been read

The result has been read

Result Indicators (will be in the "RI" column)

Represents normal results

Indicates an Abnormal result

Indicates a Critical result

Normalcy could not be determined

o **Laboratory tab –** Displays Lab results

- To view all numeric results on one screen (text results like UA's, cultures, etc. will not be included) - select all tests by clicking the checkmark above the checkbox column, then click the "trend" button.
- To view results in detail, select one or more results by placing a checkmark in the box in front of a result, then the "detail" button, or click the result name to view the details for one specific result.
- If you select multiple, or all tests, (by clicking the checkmark above the checkbox column), then click the "detail" button, you can then use the right or left arrows to move back and forth between the selected results.
- You can change the default search time frame by clicking the drop down and selecting a new time frame. Click the "save" button to make it default.
- Click any column heading to sort by that column.
- To graph: select a result, then click the "detail" button. Place a checkmark in front of up to 4 results, then click the graph icon in the module bar to display a customizable graph.

o **Radiology tab –** Displays Radiology results and images

- To view results, select one or more results by placing a checkmark in the box in front of a result, then the "detail" button, or click the result name to view one specific result.
- If you select multiple, or all tests, (by clicking the checkmark above the checkbox column), then click the "detail" button, you can then use the

right or left arrows to move back and forth between the selected results.

- You can change the default search time frame, by clicking the drop down and selecting a new time frame. Click the "save" button to make it default.
- Click any column heading to sort by that column.
- To view the PACS Radiology image, click the camera icon in the "**Img**" column.

- **Radiology Images –** Displays preliminary images before the report is available.
- **Cardiology/Cardio Images –** McLaren Flint does not use, will be blank
- **Other –** Displays any "other" results

- **Med Rec View -** From this tab, WSP will launch the HPF/EMR Medical Record system to allow viewing of previous medical records. See separate HPF Instruction Sheet for more information.

- **Meds –** Displays the pharmacy orders for the currently selected patient. **NOTE:** You can change the default time-frame by clicking the time-frame drop down and clicking the "save" button. You can also check/uncheck the active box to view the current and discontinued medications.

- **Vitals –** Includes the following four modules:
  - **Non-reviewed –** Displays all new, non-reviewed significant/abnormal vital signs, measurements, and intake/output data entered by Nursing staff in the Clinical CareStation system.
  - **Patient Vitals –** Displays vital signs for the patient including: blood pressure, pulse, temperature, respiration, O2 saturation, height, and weight. Click the "BP-P-T-R graph" button to quickly graph the patient's blood pressure, pulse, temp, and respirations.
  - **Measurements –** Displays patient's measurements. Measurements are facility defined, but may include such things as Cardiac Output, Blood Glucose Monitoring, etc.
  - **Intakes and Outputs –** Displays the patient's intake/output types, amounts, and totals. Graphing of intakes/outputs is by daily total. The "Descending within group" check box provides the ability to sort data within I & O groups in ascending or descending order.

NOTE: If you want to change the time-frame defaults, remember to do so for each of the 4 modules (click "save" for each one). You can also print from each module by clicking on the printer icon in the module bar.

- **Clinical Assess –** Includes the following two modules:
    - **Non-reviewed Clinical Assessments –** Displays all new, non-reviewed significant assessments and progress notes for the patient as entered by the Nursing staff in the Clinical CareStation system.

    - **Clinical Assessments –** Displays assessments data for the patient as entered by the Nursing staff in the Clinical CareStation system. Click the "Report" drop down for an alphabetized list of all Nursing documentation categories. If there is a certain assessment you view most often, you may select the desired assessment and time-frame, then click the "save" button to make it your default for each subsequent login.

- **Pat Sched –** Displays all procedures scheduled for the patient via Resource Scheduling or OR Management. You can change the time-frame and/or status. If desired, click the "save" button to make those changes your new default.

- **Reports –** Allows you to select, view and print the Patient Profile, Audit History and the CDC growth charts reports.
    - If you select the "Patient Profile" report, you can check/uncheck the sections you would like to include or exclude on the report. Click the "Run Report" button to view/print selected sections, and you can click the "Save Parameters" button if you would like to save the selected parameters for subsequent logins.

- **Caregiver Sched –** This module displays procedure schedules for the physician (if scheduled via Resource Scheduling or OR Management).

- **Covering –** Allows you to grant another physician access to your census list for vacation coverage, etc.
    - From the "Covering" tab, search for the caregiver you want to add to your covering list.
    - Select the caregiver by clicking the checkbox in front of the caregiver's name.
    - Click the "**add to covering**" button, then click the "**edit**" link located to the right of the added caregiver.
    - Then you must specify the start day/time and end day/time for each caregiver you added. You can leave the end day/time blank if you desire. Then click the "**update**" link and that physician will be able to view your list.

- **Misc. –** Allows you to perform a provider search and view their primary office address, phone and fax number.

- **URLs –** Allows you to create URL favorites to launch right from WSP.
    - Click the "add" button
    - In the "URL Description" field, enter a description for the website
    - In the "URL" field, enter the website
    - Click "Save"

CONTACT INFORMATION

WSP Assistance

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Anthelio Customer Service Associate for McLaren Flint:	
(In-Office Training, WSP remote access issues)	**810-342-4314**